

HOW DO I APPLY FOR AN INITIAL LICENSE WITH THE EMPLOYMENT AGENCY PROGRAM?

For Initial Placement Agency Registration or Licensed Employment Agency

1. Go to the e-PLACE website.

<https://licensing.state.ma.us/CitizenAccess/>

Follow the directions for **ePLACE Portal Account Registration first time users**

2. As first time users you will create an account with a User name and Password.

Once you complete creating your user name and password you will be brought back to the e-PLACE portal to sign in

3. Sign in and Select the tab **Manage Licenses, Permits, and Certificates** and choose File an Online Application. The tabs will guide you as each section is completed.
4. Microsoft Silverlight is required to upload documents. Look for this message on the e-PLACE portal and click on the link if you do not have it already installed. "**Document Attachment:** In order to upload required documents, this system requires Microsoft Silverlight which can be downloaded for free".
5. Online payment is integrated with the DLS e-PLACE application. Once the payment is calculated the customer will be directed to the secure Third Party Payment Page. Payments accepted will be ACH/E-check, or Credit Cards.

For technical assistance in using this web application, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLAC between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federally-observed holidays. If you prefer, you can e-mail ePLACE_helpdesk@state.ma.us.